

**STATE OF LOUISIANA
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
CORRECTIONS SERVICES**

**Policy
No. A.3.4**

12 December 1996

**ADMINISTRATION
Fiscal
Parental Contributions - Cost of Care and Treatment**

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections as contained in Chapter 9 of Title 36 and La. R.S. 9:315, 15:910, and 15:1086.
2. **REFERENCES:** ACA Standards 2-7062, 2-7065, 2-7066 (Juvenile Probation and Aftercare Services).
3. **PURPOSE:** To establish the Secretary's policy regarding assessment and collection of parental contributions to the cost of care provided by the state for juvenile offenders placed in secure custody.
4. **APPLICABILITY:** Deputy Secretary, Assistant Secretary of the Office of Youth Development, Superintendents, and Division of Youth Services Director.
5. **DEFINITIONS:**
 - A. Financial Assessment Packet - This packet includes Secure Care Assessment Criteria, Parental Contribution Form, and an Authorization Form to allow the Louisiana Department of Revenue and Taxation to release tax documents to the Department.
 - B. Parent or Financially Responsible Person - The individual who was financially responsible for the juvenile prior to disposition by a court of juvenile jurisdiction resulting in the juvenile being assigned to the secure custody of the Department.
6. **POLICY:** It is the policy of the Secretary that the cost of care billed to the parent or financially responsible person be consistent with applicable federal and state regulations, and commensurate with their ability to pay in accordance with a sliding scale established by La. R.S. 9:315. Other children living in the home and dependents as defined for federal income tax purposes shall be considered in establishing the assessment.

7. **PROCEDURES:** Upon intake into the Juvenile Reception and Diagnostic Center (JRDC), the institution will mail a Financial Assessment Packet to the offender's parent or financially responsible person. Completed Financial Assessment Packets will be returned to the Division of Youth Services Collections Unit. The packet will be reviewed for completion and accuracy and then be processed for assessment payment.

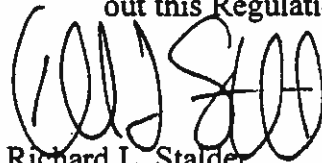
Upon determination that a parent or financially responsible person is to be billed, the Collections Unit shall begin billing immediately, but no later than the next monthly billing cycle. A parent or financially responsible person who fails to provide a properly executed Authorization Form shall be assumed to have the ability to pay the entire cost of care. Billing will be generated through the Juvenile Information Records Management System (JIRMS).

If it is determined that a parent or financially responsible person falls below the minimum financial requirements for assessment, the Collections Unit will so notify that person in writing.

Upon request, a parent or financially responsible person shall be furnished a copy of the financial determination work sheet used for the assessment. Reassessments of an individual's financial condition shall be performed every twelve months or upon receipt of additional documentation.

A parent or financially responsible person may appeal the assessment based upon extraordinary circumstances or catastrophic loss to the Assistant Secretary of the Office of Youth Development or his designee. Allowable considerations shall include, but are not limited to, non-insured medical payment or major loss of property. Reductions based upon a recommendation for hardship status must be approved by the Secretary or his designee.

The Office of Youth Development shall establish additional procedures as necessary to carry out this Regulation.



Richard L. Stalder
Secretary